

Sherwood Primary School
Policy for Volunteers, including Governors



September 2026

Sherwood Primary School Policy for Volunteers, Including Governors



Sherwood Mission Statement

We are Sherwood. Each of us unique. As one family, we thrive and excel together.

Sherwood Curriculum Vision

At Sherwood, we aim to provide a creative, vocabulary-rich curriculum that inspires and challenges our children, in preparation for life in a culturally diverse and ever-changing world. High expectations, inclusive approaches and excellent teaching will form the basis of all our work. Our children will have the opportunity to read widely, explore, ask questions and become knowledgeable, independent learners. Our Curriculum will prepare our children for life-long learning.

Inspire • Explore • Achieve

Sherwood Values

We have six core values that underpin life and learning at Sherwood Primary School. Our Core-Values are:

- Honesty
- Perseverance
- Respect
- Adventure
- Aspiration
- Independence

Alongside our core values, we also promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

Equality

At Sherwood, we believe that equality should permeate every aspect of School life and is the responsibility of every member of our School Community.

Every member of our School Community should feel safe, secure, valued and of equal worth. We are committed to ensuring equality of education and opportunity for all pupils; irrespective of race, gender, gender variance, disability, belief, religion, socio-economic background or sexual orientation.

It is our aim to understand and tackle the different barriers which could lead to unequal outcomes for different groups of pupils in School. The Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It is our aim to celebrate and value the equal opportunity achievements and strengths of all members of our School Community.

Policy Update Record

Date	Section Amended	Summary of changes
30/09/2026	Volunteer record of interest form	Declaration statement updated and approved.

Introduction

The school recognises and values the contribution made by volunteers in supporting pupils' learning and enriching the life of the school. Volunteers provide valuable assistance to staff and help strengthen links between the school and the wider community.

This policy sets out the arrangements for the recruitment, induction, supervision and conduct of volunteers, ensuring that safeguarding remains paramount at all times.

Scope

This policy applies to all volunteers working within the school, including:

- Parents and carers
- Members of the Governing Body
- Grandparents and extended family members
- Former pupils
- Students on work experience or placement
- Members of the local community
- Individuals supporting school visits, events or clubs

Recruitment and Suitability

All prospective volunteers will:

- Complete a volunteer application form
- Undergo an Enhanced DBS check with Children's Barred List information
- Be approved by the Headteacher before commencing voluntary work

The Headteacher reserves the right to refuse or discontinue a volunteer placement.

Safeguarding

The safeguarding and welfare of children is the highest priority at Sherwood. All volunteers will be risk assessed to determine the appropriate level of training and induction required, as well as suitability for the voluntary role. Volunteers must:

- Read and follow safeguarding procedures.

- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Wear identification provided by the school.
- Sign in and out using the school's visitor procedures.
- Never assume responsibility for a child without the knowledge and approval of a member of staff.

Regular school volunteers who teach, train, instruct, care for, or supervise children **must** undergo an Enhanced DBS check with Children's Barred List information.

A volunteer is classified as doing regulated activity if they carry out voluntary tasks on more than three days in any 30-day period, or overnight. If the applicant requires work experience for a particular career pathway, the school may ask for a contribution towards the DBS check.

The Volunteer Role

Volunteer helpers support the school in a number of ways, and may:

- Hear pupils read
- Support small groups of pupils
- Assist with practical activities
- Help prepare learning resources
- Support educational visits under staff supervision
- Assist at school events and activities

Volunteers must not:

- Teach lessons
- Assess pupils
- Manage behaviour without staff guidance
- Administer medication
- Change children, or supervise them changing
- Take responsibility for a class or group of pupils
- Take pupils to isolated areas without staff knowledge
- Access confidential pupil records
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in charge

The class teacher, or supervising member of staff, always retains overall responsibility for the pupils.

Parent Helpers

The school welcomes support from parents and carers. As a general principle, parent helpers will not be placed in their own child's class on a regular basis. This is intended to:

- Promote pupils' independence
- Avoid distractions for the child
- Maintain professional boundaries
- Prevent situations that may place staff, or parents, in a difficult position

Exceptions may be agreed by the Headteacher where this is considered beneficial and appropriate.

Confidentiality

Confidentiality is of paramount importance. Volunteers may become aware of information relating to pupils, families or staff during the course of their work within the school. All such information must be treated as strictly confidential and must not be discussed outside the school or with other parents or members of the community. Any concerns regarding a child must be reported directly to the class teacher or Designated Safeguarding Lead and not discussed with others. A breach of confidentiality may result in the voluntary arrangement being discontinued.

Induction

Prior to commencing their role, volunteers will be provided with relevant information, including:

- Safeguarding and child protection procedures
- Behaviour expectations
- Health and safety arrangements
- Emergency procedures
- Confidentiality requirements
- Staff contacts and reporting arrangements

Following induction, we request a minimum commitment of a term (based on one visit per week).

Professional Conduct

Volunteers are expected to:

- Act as positive role models
- Treat all children and adults with respect
- Follow school policies and procedures
- Promote inclusion, diversity and equality
- Use appropriate language and behaviour at all times
- Follow staff instructions

Volunteers must not:

- Use personal mobile phones, other than in agreed exceptional circumstances, away from pupil areas in school
- Exchange personal contact details with pupils

Health and Safety

Volunteers must:

- Follow all health and safety procedures
- Report accidents, hazards or incidents immediately
- Familiarise themselves with fire and emergency procedures
- Work within the limits of any guidance provided by school staff

Governors in School

At Sherwood, we welcome the Governing Body's active involvement in school life. Governors who volunteer in school are subject to the same expectations regarding confidentiality, safeguarding, conduct and professional boundaries as all other volunteers.

Governors may visit the school during the working day in order to:

- Enhance their understanding of the school's ethos, curriculum and day-to-day operations;
- Observe the implementation and impact of school policies, priorities and improvement initiatives;
- Meet with the Headteacher, staff, pupils and other stakeholders to support their strategic role;
- Undertake specific responsibilities on behalf of the Governing Body, such as monitoring visits and health and safety checks;
- Attend school events and functions;
- Gain information that supports effective governance, monitoring and decision-making.

Governors are encouraged to gain a deeper understanding of the work of the school through links to specific subjects/key stages. Subject leaders are given time within their work plans to discuss subject policies, strengths and developments within the subjects including overall standards, and action plans for school improvement. Governors report the main points to the Curriculum and Standards Committee or the Full Governing Body.

Concerns and Complaints

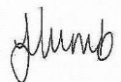
Any concerns regarding the conduct of a volunteer should be reported to the Headteacher. The school reserves the right to end a volunteer placement at any time. This will include where:

- Safeguarding concerns arise
- Confidentiality is breached
- School policies are not followed
- The arrangement is no longer considered to be in the best interests of the school community

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher

This policy will be reviewed by the Governing Body every four years, or earlier if considered necessary and updated in line with current safeguarding requirements and statutory guidance.

Signed (Headteacher): 

Signed (Governing Body representative): 

Date: September 2026

Review date: October 2030

Sherwood Primary School

Volunteer Record of Interest Form



Personal Information	
Name:	
Address:	
First language:	
Second language (if applicable):	
Relationship to Sherwood School:	
Skills & Experience	
Skills/Interests:	
Previous employment/educational experience:	
Availability	
Can you commit to volunteering time on a weekly basis?	☐ Yes ☐ No
Day:	Time:
If no, please describe how frequently you can commit time to volunteering in school:	
Can you commit to volunteering your time for at least one term?	☐ Yes ☐ No
If no, please describe the period that you can commit to:	

Declaration

I confirm that I wish to undertake voluntary work at Sherwood Primary School and understand that, as a volunteer, I am expected to uphold the values, policies and procedures of the school at all times.

I declare that:

- I will maintain appropriate professional boundaries with pupils and act as a positive role model.
- I will treat all information relating to pupils, families and staff as confidential and will not disclose such information to others unless authorised to do so.
- I will comply with all school policies and procedures, including those relating to safeguarding, health and safety, behaviour, equality and data protection.
- I understand that my role is to support the work of the school and that I must follow the direction of school staff.
- I will inform the school immediately if there is any change to my personal circumstances that may affect my suitability to work with children.

I confirm that the information I have provided to the school is accurate and complete to the best of my knowledge.

Signature: _____

Print Name: _____

Date: _____